

VENDOR APPLICATION AND CONTRACT

Questions? Contact David Wike at dbw23320@cox.net or 757-672-3531.

To reserve your booth(s), please return completed and signed contract along with the required deposit to: Targeted Productions, 150 W. Brambleton Ave, Norfolk, VA 23510, or fax to (757) 622-6885.

Company Name: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

Company Name for listings: _____

Please briefly describe the products you will be displaying at your booth: _____

If you need electricity or telecom services for your booth, please contact the Virginia Beach Convention Center at (757)385-4700 or you can order online by visiting www.vbfun.com/conventioncenter and clicking on exhibitor services.

Booth Participation Level

_____ x \$700/Booth = _____

Space requested:
 1: _____ 2: _____ 3: _____
*Floor plan is subject to change;
 Your relative location will be
 honored to the best of our ability.*

Event-Level Sponsorship Participation:

- \$10,000 - Presenting
- \$5,000 - Orchid
- \$2,500 - Rose
- \$1,500 - Lily
- \$500 - Daisy

Notes:

By signing below you acknowledge and accept the Terms of Agreement on page 2 of this contract.

Signature: _____ Please print name: _____

Payment

In order to reserve your space, a minimum deposit of 50% is required along with your completed vendor application. Payment(s) on your remaining balance may be submitted at any time up until the payment in full due date which is January 15. If payment in full is not received by this date, the credit card information submitted below will be processed for the remaining balance at that time.

Contract Total: _____

- Payment Amount:
- Minimum Deposit (50%) \$ _____
 - Payment in Full \$ _____
 - Other Amount \$ _____

- Payment Method:
- Check Attached
 - Credit Card __Visa __MasterCard __AmEx __Discover

Card No: _____ Exp Date: _____ Security Code: _____

Billing Address: _____

Authorized Signature: _____ Date: _____

Terms of Agreement

1. **Insurance Certificate** may be required and must be provided upon request in advance of the Event.
2. **Eligible Exhibits:** Virginian-Pilot Media Companies, LLC (the Company) reserves the right to (a) determine the eligibility of any Exhibitor or product on exhibit and (b) restrict exhibit to a minimum noise level and to suitable methods of operation and display of merchandise in connection with this Event. Vendor may only products or services sold by him in his regular course of business.
3. **Assignment of Space:** Space will be assigned on a first-come, first-served basis in the order in which applications are received, within the overall design and needs of the Show. Space will not be assigned without contract and deposit. Whenever possible, space assignment will be made by Show Management in keeping with the desires of the Vendor.
4. **Booth/Bulk Space:** Fireproof booth dividers, if applicable, shall be erected by the Event at no cost to Exhibitor. Nothing will be permitted to project into the aisle. All exposed parts of a display must be finished or covered to avoid an unsightly appearance when viewed from adjoining booths or aisles. Any exception must be approved in advance by the Event's Coordinator. No vehicles will be permitted inside the show area without prior approval. If a vehicle is used in an exhibit, Vendor must contact Show Management for specific rules governing vehicles. No helium balloons are allowed.
5. **Subletting Space:** The Exhibitor shall not assign, sublet, or apportion the whole or any part of the space assigned, or have representative, equipment, or materials from firms, companies or organizations other than its own in the exhibit space.
6. **Building Rules and City Ordinances:** The Exhibitor will obey and fully comply with (a) all applicable laws, ordinances and/or regulations of the jurisdiction where the Event is held and (b) all rules and regulations as prescribed by the management of the building where the Event is held.
7. **Care Of Exhibition Space** will be solely Exhibitor's responsibility and space will be surrendered to the Event in the same condition as delivered. In case of damage, the Exhibitor shall promptly pay such claims as are necessary to restore the space to its original condition. All rubbish should be placed in the aisle at the close of each session and clean-up service will remove at no expense to the Exhibitor. Day cleaning is permissible; however, all service personnel must be checked in and out by the designated representative of the Event.
8. **Selling Policy, Costumes, Samples:** Cash and carry may be permitted if approved by the Company for this Event. Orders must be written for future delivery. All transactions must be conducted within the confines of the Exhibitor's area. Personnel in costumes or uniforms shall not appear other than in their own exhibition area, unless approved in advance by Show Management. Samples, catalogs, etc. may be distributed only in Exhibitor's area.
9. **Security** will be provided at no expense to the Exhibitor, however, the Event and its sponsors will not be responsible for any loss or damage suffered by any Exhibitor or its employees or guests from any act of theft, vandalism or accidental injury.
10. **Exhibits** must be completely installed and ready for inspection by representatives of the Event and/or any official of the jurisdiction in which the Event is located by a date and time as determined by the Event. No exhibits may be dismantled before the end of the Event as established in advance by the Event Coordinator.
11. **Exhibitor Admittance Before And After Event Hours:** For multi-day events, Exhibitor representatives will not be permitted (a) to enter the Event location earlier than one (1) hour before scheduled opening each day (except for opening day) or (b) in the Event area after closing hour each night (except for the final night), unless special arrangements are made with the Event Coordinator.
12. **Re-Location of Exhibits:** Show Management reserves the right to rearrange or renumber the floor plan, relocate any Vendor and alter the overall size of the floor plan if it appears necessary for the good of all vendors.
13. **The Decision of the Event Coordinator** shall be accepted as final in any dispute between the Event and an Exhibitor(s) or between Exhibitors.
14. **Exhibitor Badges** are not transferable and must be presented by all Exhibitors or their representatives to gain admission to the Event area. Security personnel may require additional identification at their sole discretion.
15. **The Exhibitor** will keep his exhibition open and staffed at all times during Event hours.
16. **Unoccupied Space:** The Event reserves the right, should any rented exhibitor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make proper payment, to rent said space to any other exhibitor, or use said space in any other manner, but this clause shall not be constructed as affecting the obligation for the exhibitor to pay the full amount specified in his invoice for space rental.
17. **Cancellation Policy:** No booth reservation cancellations will be accepted as of December 31, 2016. No refunds of booth reservation fees paid will be issued as of December 31, 2016. No sponsorship cancellations will be accepted as of November 15, 2016. No refunds of sponsorship dollars paid will be issued as of November 15, 2016.
18. **Booth and Hall Signage:** All signage associated with an Exhibitor's space shall be properly displayed in, on, or over the Exhibitor's space only. No signage will be permitted to be displayed over another Exhibitor's display or over common space without the permission of that exhibitor and the Event's Coordinator.
19. **Working Inside Booth:** Booth design must provide enough space for Exhibitor employees to work inside the Exhibitor's assigned space. No Exhibitor should work in the aisles or encroach on another exhibitor's space.
20. **Photos and Videos:** The Show may be photographed and/or videotaped by Show Management or their representatives. This signed contract consents to use of trade name, trademark, names and likeness for future use in promotions.
21. **Hold Harmless and Indemnity Provision:** Exhibitor assumes entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of Company or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the work by the Exhibitor, his associates, agents, and employees, including losses, expenses or damages sustained by Company, and agrees to indemnify and hold harmless Company, its agents, and employees from any and all such losses, expenses, damages, demands and claims and agrees to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, cost and expenses in connection therewith or resulting therefrom. Exhibitor shall not be held responsible for liability that may arise solely by reason of the negligence of the Company. Insurance covering this indemnity agreement shall be provided by Exhibitor with limits approved and accepted by the Company.